

~~CONFIDENTIAL~~RECOMMENDATIONS SUBMITTED FOR IMPLEMENTING LIBRARY PROGRAM AND  
SUGGESTED TABLE OF ORGANIZATIONField Survey Division

1. Limit activity to exploratory surveys to determine quantity and quality of intelligence information available through this means.
2. Fully implement program after all documents (including backlog) are currently indexed.
3. Bring intelligence materials located by this division to attention of researchers through Library Acquisitions List.
4. Make arrangements for the current incorporation of new intelligence materials into the Central Index.

Catalog Section - Bibliographic Division

5. Re-examine the number of positions specified in about 6 to 9 months, since the workload of this section will be considerably reduced after all books now in operating units are cataloged. Current workload which consists of ordering, cataloging, and shelving approximately 600 new acquisitions per month may decrease.
6. Arrange to use operating personnel from the other offices to assist one cataloger in section in cataloging books remaining in operating offices for constant reference. (This is a change from present practice of sending out two catalogers.)
7. Explore use of mechanical aids to speed up operations.
8. Consolidate files and reduce number of card files maintained.

Analysis Section - Bibliographic Division

9. Use the Madison Branch reader to supply subject and area classification on daily spontaneous flow of documents, to indicate OCB register interest, and to specify documents requiring abstracting.
10. Use P-1 coder-classifiers to code slips on which reader has supplied subject classifications. As reader gains experience with the code and supplies codes directly, the extra time of these employees can be used in other classification operations.
11. Abstract only those items specified by the reader. For all other documents, supply only a bibliographic statement and subject and area classification.
12. Expand abstracting function when the backlog of information reports have been indexed.
13. Assign all available classifiers to the task of preparing bibliographic statements and classifying backlog of information reports. On the basis of processing 60 per day and a backlog of not more than 200,000 documents, this activity should be completed in a year.

14. Develop criteria for selecting documents which should be indexed.
15. Have classifiers transcribe all information to multilith mats if they are good typists. Otherwise have typists type bibliographic information onto mats and hand to classifier for indications of subject and area codes.
16. Organizationally place typists requested for Machine Techniques Branch in the Bibliographic Division, Analysis Section.
17. Devote approximately 2½ man-days to preparation of bibliographic statements and classification of CIA Intelligence and major intelligence periodicals of other agencies. Confine classification to examination of table of contents and summaries in such periodicals. After backlog of information reports are classified and entered into Central Index, broaden this activity.

Files Section - Reference Division

18. Sort requests and incoming documents by location of files so one file clerk can work in one location without jumping throughout total area.
19. Assign SP-4 and SP-3 incumbents to filing and pulling documents. Workload should fall between 2000 and 2500 documents per day.
20. Explore use of source file of 35-2 in Files Section as a shelf list.

Information Section - Reference Division

21. Separate information and circulation activities to allow higher grade personnel to devote full time to reference searches. Provide one phone number for reference and one for circulation. Include such numbers in the telephone directory.
22. Implement machine index circulation procedure immediately.
23. Unify Library publications to limit types emanating from Library. Assign editing duties to a P-2.

Distribution Division

24. Establish a new division which will include:
  - a. All distribution, control, and statistical duties relating to incoming documents now in Reference Division
  - b. Standard distribution included in Bibliographic Division, and Technical Services Section
25. Establish a processing section which will prepare form 35-2 to serve as a bibliographic statement and distribution order on incoming intelligence information. Head this section with a P-1 librarian who will consult with bibliographic division on identification of new types of reports. Staff section to permit proofreading of forms.

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26. Prepare Form 35-2 on multi-line mats which will be run off at distribution point.
27. Carry machine personnel employed in distribution process on OCD payroll.
28. Assume full responsibility for storage and maintenance of stock records of CIA intelligence.
29. Explore use of packaging machine and packaging aids in dispatch of intelligence materials.
30. Eliminate assignment of CIA numbers to OO-B and SO reports. Eliminate date change on SO information reports. (Suggested by ██████████ implemented 18 August 1948) 25X1A9a

31. Eliminate compilation of statistics on copies distributed. Eliminate statistical breakdown of dissemination within CIA. (First suggestion installed 18 August - second to be installed 1 September)

Archives Division

32. Fully implement Top Secret Control procedure. Assume full responsibility for distribution, storage and maintenance of stock records for CIA Top Secret intelligence studies.
33. Discontinue control records on personnel correspondence and correspondence between ██████████ Office and field. (This will reduce daily load to 25-30 items.)
34. Abandon use of CIA number, using only MI number when that is supplied. Maintain daily log slips by date received instead of CIA number.
35. Give priority to implementation of file classification system. Follow through and put this program on its feet before initiating any other records management program.
36. Limit archival activity to processing the flow of archival material voluntarily submitted. Make no concerted drive to retire materials until files system is in operation.

Pool Activity

37. Gear pool activity to same operations and to the simplifications indicated above for those activities in which pool is now participating. The proposed T/O includes sufficient positions to perform total job of library, exclusive of pool assistance.

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